

MEETING MINUTES / SYNOPSIS

Via Conference Call
March 6, 2001

PARTICIPANTS: Pete Eilertsen Keith Hartstrom Nate Greenberg

GENERAL SYNOPSIS:

This meeting was to prep for the meeting the following week which would serve as one of the first formal GIS committee meetings held, and would begin to formalize the Working Group.

MINUTES / NOTES:

A. General Agenda Items:

1. Discuss why this meeting is taking place
2. Discuss budget issues / constraints
3. Discuss / build agenda for next week's meeting
4. Determine who to invite to meeting
5. Let them know about memo to John and Scott

B. Short Term Project (15 months)

- Base Assessor map completion
- Spend time working on rest of the data, and wait to see what information the consultants provide over the next months
- Work on the formatting problem of APNs
 - Talk to Clay in IT / Data Processing regarding formatting on mainframe
 - What do other departments do?
 - What format do we want [7 DIGIT, NO HYPHENS]
 - 15 Digit APN
 - All mobile homes: 1st 2 0's
 - Geothermal: 1st 2 0's
 - Secured Improvements
 - Timeshares
 - Use 15 digit as the common key as it comes off mainframe
 - Strip to 7 and/or add hyphens for easy display
 - Setup a set of fields that would comprise the 15 digit APN so that users can be sure that they enter all the information correctly
- CAD Solutions will provide parcels (APN) in a format that can be easily linked to the information from the mainframe
- Recorder's Office
 - Data is being entered here that may be wrong - incorrect APN entry by either formatting or errors
- Focus on capturing the work of other departments. Do not manipulate data other than necessary to join it to the parcels.
- Develop a policy or technique that can update departments of errors in their database(s). What would this be?
 - Create a form of sorts that can be sent to the department heads (pic). Or other method?
- Keith's Zoning Process
 - Form of error checking?
 1. Enter Zoning into DBF and tie to parcels
 2. Join in DBF and look at general pattern on screen to check for errors (oddities)
 3. Flag and fix where applicable